



ICN: State IDs

Round 2
What is next?



Original Plan for August 2004

- Download files from June containing IDs
- Import IDs into your local system
- Attend ICN training for use of individual processes and review of the batch process
- Extract new file containing students without IDs.
- Begin online processes of assigning IDs to individual students and searching for IDs.



Progress on the Original Plan

- *Download files from June containing IDs*
- Available Wednesday, August 18
- *Import IDs into your local system*
- Anytime after the file is downloaded
- Check with your vendor for directions to import State ID file



Extract new file containing students without IDs.

- Are all kindergarteners entered into the local student information system?
- Have birth dates been added for all transfer-in and kindergarten students?
- Do the open-enrolled students have the correct resident district number assigned to them?



Extract new file containing students without IDs. . .

- Import your State IDs into your local student information system *before* creating a new extract
- Every SIS is able to extract only students WITHOUT State IDs – You don't want to resolve near matches on your whole student population!!



Begin online processes of assigning IDs to individual students and searching for IDs.

- ALL students must have State IDs before files are sent:
 - ✓ Fall BEDS (begins September 17)
 - ✓ Spring BEDS (in May)
 - ✓ ITBS/ITED bar code generation (approximately 2 weeks prior to your testing)



Batch File Updates

- Can be done at building or district level
- Involves fewer individuals
- Electronic submission of data reduces data errors to the local SIS
- Local SIS may not contain State IDs for all students at all times
- May be dependent on someone else getting the IDs
- Can create duplication of effort if the search/query is used



On-Line ID Assignment

- On-going, immediate, and available at anytime
- Not dependent on someone to extract a file
- Can provide prior district's name for an in-state transfer
- Increased opportunity for introducing errors in State ID database
- Increased opportunity for transposing digits in 10-digit ID # unless file is downloaded



What should you do?

Develop a district plan so everyone is clear on who is doing what for maintaining State IDs in the local SIS



Search Individual Student

- Searches can be done on State ID numbers or First and Last Name
- Name must be typed correctly – sound-alikes and nicknames will not be displayed
- Adding Date of Birth to the First and Last Names refines your results



Search Individual Student . . .

- While the State ID # will be visible, a download for the ID cannot occur.
- History will not be changed. If the student is a transfer, the database will still show the prior district as the attending district. Use the on-line feature or upload a batch file to create a new history for the student.
- All searches on the database are identifiable by the user login and password and can be monitored by authorized DE personnel for potential unethical use of this feature.



Use the Search to . . .

- Obtain a State ID # for a student taking a class in your high school who is *not* one of your students (28E agreement course or shared-time/dual-enrolled student).
- Identify a prior district if the student can't recall the district of last attendance (in Iowa only).



Use the Search to . . .

- Obtain State IDs for open-enrolled out or tuitioned-out students, if these have not been obtained already.



Questions

Other things you may want to
know



Types of Errors that are Known to Exist

- Gender errors – in some SIS's, missing gender defaults to Female
- Date of Birth errors – sometimes enrollment date was used
- Attending District – obtained through the login
- Resident District – inactive students were present in uploaded file
- Duplicates – Create New ID was used



If you find Errors/Missing Information in your Local SIS

- Name (legal)
- Date of Birth
- Gender
- Grade level
- Race/Ethnicity

Use the Search/Query function to see if the State ID database also contains inaccurate information. Use the on-line feature to make corrections.



Correcting Errors in the State ID Database

- Use the on-line ID Assignment feature to correct errors in the database.
 - Enter all fields marked with a red asterisk (*).
 - A near match *should* be identified. Select your student and Assign Selected.
 - The database will now contain the latest/corrected information.



What if you believe two IDs have been created for the same student?

- *Contact the Department of Ed.* Use an e-mail link or phone number provided at the bottom of any screen in the State ID application to notify the Department of Education of a potential duplicate.
- The Dept of Ed will contact the two schools to confirm the status of the student in question.



When is the Deadline for populating the State IDs?

- Fall BEDS submission this September. Your file will be rejected if State ID numbers are missing.
- There will be a check on your Fall BEDS upload to verify all State IDs are valid IDs previously assigned.



What about transfers to non-public or out-of-state schools?

- There is nothing to do. The Dept of Ed does not need to be notified if a student transfers to a non-public institution or leaves the state.



In the State ID Database, how is Grade Level valid when it changes each year?

- When files were uploaded this summer, the user was given a button that corresponded to the year of the data being submitted, State ID 2003-2004 Data or State ID 2004-2005 Data. The year was inserted into each student record. So Year 2005, Grade 2 represents a 2nd grader for this upcoming year.



How do Mac users “right click”?

- OS 9 – click and hold while on the object
- OS 10 – control click

If this is not correct, please offer corrections!



As you upload new files for the 2004-2005 school year. . .

- Contact the Dept of Ed if you are uploading/entering current student data and have the “State ID 2003-2004 Data” button. Do not proceed until it has been replaced with the “State ID 2004-2005 Data” button.



Improvements to the ID Application

- In July, the State ID application was rebuilt and is now approximately 30 times faster at the Assign ID stage than previously experienced. (approx 7 IDs/second)
- When downloads are ready, the ability to combine files for downloading will be available.



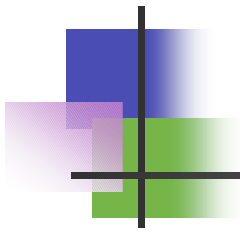
Contact Information

- Phone numbers and e-mail links are provided at the bottom of each screen in the State ID application.
- Currently, assistance can be obtained from Carla Schimelfenig 515-281-3111 or Gary Kirchhoff 515-281-4730



Upcoming Events:

- September 1, ICN Fall BEDS/Project EASIER training from 8:30 am – 12:00
- Fall BEDS – September 17 through October 15



Thank you to all for your diligence, patience, and understanding displayed this summer as we ventured into new territory.